Records & Archives Management Committee J.V. Fletcher Library, Mary Atwood Room

Friday, March 17, 2006 10:00am

Minutes

Records Management Guidelines

Departments do not seem to be following through with records disposition guidelines.

• Kaari will update the Guidelines and send to departments, boards and committees twice a year to encourage consistent records management practices.

We are missing several critical records, like Planning Board minutes from the 1980s to 1992. Many Boards and Committees are unaccounted for because they are not staffed by Town employees or have dissolved.

• The Library has Planning Board minutes from 1988 to 1998, which Kaari will copy as time allows.

We need a strategic plan to frame our goals and keep us on track with the many records management and preservation needs.

- Kaari will ask area clerks for strategic plans to use as a basis for creating our own.
- Bob will work on a draft based on those plans.

Town Hall space issues

Alternate locations are being sought to relocate town hall staff due to overcrowding.

The records stored in the basement by the Finance, Permitting, Board of Health and Town Clerk's offices are at risk because of the dampness in the basement (Kaari is awaiting datalogger reports on humidity and other environmental factors in the archives storage areas, from the Board of Library Commissioners). The Fire Chief also feels that the volume of records stored in the basement presents a fire hazard.

Should the records be stored off site at a facility like Iron Mountain or should we try to improve the environment of the Town Hall basement?

- Rather than looking to repair the Town Hall basement, money would be better spent to find an adequate facility and moving the records there. Possible solutions were discussed.
- The Committee is concerned that archives are not being considered with departmental moves. The records management issues need to be addressed before departments move. If the Permanent Town Building Committee intends to have a plan in place by the end of the month, the Committee will ask to be on their agenda to address these issues.

The Committee discussed alternate locations for records storage with limited disposition and possibly as temporary storage for some permanent records depending on the environmental and security controls in place:

A room at either the Millennium or Abbot schools.

- If Millennium is not a permanent building, there wouldn't be much justification to retrofitting the space, if available.
- Kaari will check with Bill Olsen to see if a classroom is available at the Abbot School.

The Discom building across from the 99 Restaurant.

- As a mixed use facility, several rooms could be easily adapted to records storage.
- Ellen H. will contact the owners to learn about plans and possibilities for the building.

The food (cold) storage building on Brookside in Nab.

- If not in use, this space could be retrofitted for records storage.
- Ellen H. will check on current use.
- The Clerk in Keene, NH retrofitted a cold storage building for records storage and now rents out space to neighboring town clerks for records storage as well.
- Ginny will look into the possibility of a site visit to the Keene, NH facility.

Should we schedule another cleanup day?

June 23rd (Friday) is the proposed date for the next records management day.

- The goal of this day is to give staff a day to focus on records management within their departments by sorting files into categories of permanent, limited retention, active and redundant records.
- It is hoped that the activities of this day will allow departments to realize that implementing their own records management strategies in day to day operations will actually eliminate some records storage problems by moving non active records out of the office to a records storage facility, when one is found.
- Committee members will visit various departments to offer guidance and/or assistance with records management.

Next meeting is scheduled for Friday, April 14th unless the Permanent Town Building Committee is to have a plan complete by the end of March, in which case the Committee will ask to be on the agenda of their next meeting and will meet before that time to discuss the approach.

Kaari will follow up with Karen Cavanagh about the PTBC plans for the Town Hall department move.

The meeting ended at 11:20am.